

ATTENDANCE:

BOARD	Elliot Abrams, Chair Bryce Boyer, Vice-Chair Jeff Luck, Supervisor Walt Wise, Supervisor
STAFF	Doug Erickson, Township Manager Brent Brubaker, Township Engineer Kim Wyatt, Finance Director Pat Hubert, Assistant Township Engineer John Petrick, Chief of Police Joe Price, CRPA Senior Planner Betsy Dupuis, Solicitor Ralph Houck, Sewage Enforcement Officer
ABSENT	Josh Troxell, Supervisor
AUDIENCE	Samantha Drost, CNET Jimmy McGann, CNET Volunteer Will Mankowski, CNET Volunteer Scott Miller Lauren Boyer, Centre Daily Times Reporter

1. CALL TO ORDER

The Chair called the meeting to order at 7:00 pm.

2. APPROVAL OF MINUTES

Upon a motion from Mr. Luck, seconded by Mr. Boyer, the minutes of the September 22, 2010 meeting were approved on a 4-0 vote.

3. PUBLIC COMMENTS

Resident Scott Miller provided photos of problem areas in a detention basin behind the Northwest Savings Bank and Graystone Bank. He also inquired as to regulations regarding consuming alcohol on the Walmart property.

Chief Petrick responded that those activities were permitted as long as they stayed on private property and were there at the invitation of Walmart.

Mr. Miller also inquired about the contractor installing fiber optic cable through Woodycrest.

Mr. Erickson stated that Public Works would look at the detention pond and notify the property owner that repairs would be needed.

4. PUBLIC WORKS

a. Project Updates

The Manager and Public Works Director briefly reviewed the following items:

Circleville Park	Work is complete; Little Lion Drive is paved
Parking Lot Expansion	Road crew adding spaces for meeting room use

4. PUBLIC WORKS (Continued)

b. Resolution to Increase Fees for On-Lot Septic Permitting

Mr. Abrams and Mr. Erickson reviewed the information provided in the agenda:

“In the past, the Pennsylvania Department of Environmental Protection (DEP) has reimbursed municipalities for 50% of many of the expenses related to permitting on-lot septic systems. This reimbursement has been incorporated into our current fee schedule. With the cut-backs made in the State budget the current reimbursement is expected to be 20%.”

The Sewage Enforcement Officer (SEO) Mr. Ralph Houck recommended that the Township increase fees to reflect the change in reimbursement and to reflect increases in the costs of processing applications and permits. The last fee increase occurred in 2006 he stated.

Mr. Houck recommended that the following changes to the fee schedule be adopted:

A. <u>Reimbursable</u>	Current Fee	Proposed Fee
1. Permits for new construction	\$250	\$560
2. Permits for new construction proposing individual residential spray irrigation or drip tubing	\$300	to be included with Item 1
3. Permits for repairs to existing systems	\$75 - \$250	\$120 - \$560
4. Re-issuance of expired permits or permit transfers requiring no design changes	\$50	\$80
5. Re-issuance of expired permits or permit transfers requiring design changes	\$75	\$140
6. Minor permits	\$30	\$60
7. Permit for privies	\$90	\$150
8. Permits for holding tanks	\$200	\$320
9. Reimbursable expenses not covered by permit fees	\$30/hour	\$40/hour
10. Full Tank Inspection (\$50 Inspection Fee and \$25 Administrative Fee)	\$75	No change
11. Walk-Over Inspection (\$25 Inspection Fee and \$10 Administrative Fee)	\$35	No change

4. **PUBLIC WORKS (Continued)**

b. **Resolution to Increase Fees for On-Lot Septic Permitting (Continued)**

<u>B. Non-Reimbursable</u>	Current Fee	Proposed Fee
1. Primary activities performed by SEO	\$40/hour billed at 110%	\$50/hr billed ...
2. Support activities by crew	\$20/hour billed at 110%	\$21/hr billed ...
3. Clerical support	\$16/hour billed at 110%	\$17/hr billed ...
4. Percolation test surcharge for subdivision testing November 15 through March 15	20%	No change
5. Travel reimbursement for billable non-reimbursable activities		At IRS rate (currently \$0.50/mile)

Discussion ensued regarding the increases compared to inflation since the prior change and a comparison to fees in other municipalities in Centre, Blair and Bedford Counties.

Upon a motion from Mr. Boyer, seconded by Mr. Luck, the Board adopted Resolution 2010-010 to amend the Township Fee Schedule as proposed.

5. **PLANNING AND ZONING**

a. **Planning Commission Report**

Commission member Rory Stenerson reported on the recent activities of the Planning Commission.

b. **Preliminary/Final Subdivision Plan: Green And Kathleen Rogers Trust**

At the request of the applicant's engineer, the subject plan was withdrawn from the agenda.

5. PLANNING AND ZONING (Continued)

c. Schedule Public Hearing for Request to Rezone Property at 1938 Waddle Road

Mr. Erickson reported that it had been brought to his attention on October 8th that one of the legal advertisements (as required by the Municipalities Planning Code) was not published in the Centre Daily Times, and due to this procedural error, the action taken by the Board of Supervisors on September 22nd to rezone the property at 1938 Waddle Road would be invalidated if the matter was challenged in court. Mr. Erickson continued that to rectify this error, the Township should again advertise, hold a new Public Hearing and again consider taking action on the rezoning request. Mr. Erickson continued that he had submitted advertisements to hold the Public Hearing on October 27, 2010, and a copy of a notice that will be sent to those who testified at the prior Public Hearing is enclosed.

Upon a motion from Mr. Luck, seconded by Mr. Boyer, the Board set the Public Hearing date for the subject rezoning for October 27, 2010 at 7:00 pm by a 4-0 vote.

6. ADMINISTRATION

a. Capital Improvement Plan

The Manager and Finance Director presented the draft of 2011 – 2015 Capital Improvement Plan (CIP). The presentation included:

- An overview of forecasted revenues, operating expenditures, current debt service, and on-going capital expenditures for the next five years
- The Manager's recommendation for new initiatives (capital projects and other significant expenditures) for inclusion in the five-year plan.
- A forecast of anticipated tax rates required to support the Manager's recommendation.

Mr. Luck noted that he has "a lack of enthusiasm" for the Waddle Road widening project. Mr. Erickson noted that the Feasibility Study scheduled for 2011 would provide additional information that may change our enthusiasm for the project.

Mr. Erickson asked how the Board members perceived the Open Space acquisition programmed for 2015. The Board indicated they would like to survey the Township residents and then utilize a referendum to use Electoral Debt for a future Open Space acquisition.

The Board directed the Manager to amend the 2011 – 2015 Capital Improvement Plan to include additional narrative about survey and referendum regarding Open Space acquisition and present the Plan to the Board for adoption in December.

6. **ADMINISTRATION (Continued)**

b. **First Night State College Support Request**

Mr. Abrams and Mr. Erickson reviewed the information provided in the agenda:

“First Night State College has requested that the Township “renew our partnership” and continue to provide monetary support for the event. Last year the Board agreed to sponsor two ice sculptures at a cost of \$250 each, but noted that the “contribution is in no way meant to set precedent for expectation of future contributions.”(from the November 4, 2009 minutes). The agenda materials includes the request letter and sponsorship information.”

Discussion ensued regarding the benefit to the community achieved by supporting First Night. Upon a motion from Mr. Luck, seconded by Mr. Boyer, the Board agreed to sponsor two ice sculptures at a cost of \$250 each.

7. **CONSENT AGENDA**

Mr. Erickson introduced the items included below, noting they are routine in nature, and not anticipated to generate discussion or questions. The Consent Agenda includes:

a. **ADMINISTRATION**

1) **Appoint Township Secretary and Assistant Secretary**

With the resignation of the Township Secretary, the Manager has disseminated the secretary’s duties to other employees as illustrated on the attached document. Those employees taking on the bulk of the duties (Receptionist, Public Works Secretary and Tax Clerk/Administrative Assistant) will receive a 5% increase in pay.

As typical with most municipalities in the Centre Region, it is recommended that the Manager be appointed as the Township Secretary. The Manager currently serves as the Assistant Secretary. It is further recommended that the Assistant Engineer/Public Works Director be appointed as the Assistant Township Secretary.

It is recommended that the Board appoint the Township Manager as the Township Secretary and appoint the Assistant Engineer/Public Works Director as the Assistant Township Secretary.

7. **CONSENT AGENDA (Continued)**

a. **ADMINISTRATION (Continued)**

2) **Earned Income Tax Rules**

Each year the Board considers revisions to the Earned Income Tax (EIT) Rules and Regulations. These Regulations are intended to be uniform for the School District and all six Centre Region municipalities. A digital copy of the proposed 2011 Rules and Regulations for the EIT will be distributed; there are no proposed changes from the 2010 rules and regulations.

Beginning in 2012, Act 32 will require county-wide Earned Income Tax collection. The Rules and Regulations have been modeled in the form of the Act 32 legislation.

It is recommended that the Board approve a resolution adopting the 2011 Rules and Regulations for Tax on Earned Income and Net Profits.

3) **Hazard Mitigation Plan**

The Centre County 2010 Hazard Mitigation Plan, developed by the County Office of Emergency Services and the County Office of Planning and Community Development, has been reviewed and accepted by the Pennsylvania Emergency Management Agency (PEMA). The Plan is a requirement of federal regulations and must be adopted by each municipality in the County. Failure to adopt would make us ineligible for state or federal disaster funding.

A digital copy of the proposed Plan will be distributed. A copy of the required resolution is included in the agenda packet.

It is recommended that the Board approve a resolution adopting the Centre County 2010 Hazard Mitigation Plan as our official hazard mitigation plan.

4) **Voucher Report**

A copy of the September 2010 Voucher Report is enclosed. Board members having questions should contact the Township office prior to the meeting so the necessary information can be obtained.

It is recommended that the Board approve the September 2010 Voucher Report.

7. **CONSENT AGENDA (Continued)**

a. **ADMINISTRATION (Continued)**

5) **Resolution for Act 46 Verification Fee**

Act 46 of 2010, the legislation that approved the State budget, included a provision that provides an extension period for most any governmental approval provided after December 31, 2008 until July 2, 2013. This approval extension applies to land development plans, subdivisions, and zoning permits.

The Act permits a permit holder or recipient to seek written verification of the existence of a valid approval and the expiration date of the approval under the Permit Extension provisions. A government agency has 30 days to respond in writing, affirming or denying. Failure to respond results in deemed affirmation of existence of approval and date set forth in request.

Agencies may charge a fee for a written verification of up to \$100 for verification of residential approval and up to \$500 for commercial approval. Fees of this nature were adopted for Codes Administration in August. Additional information on this topic will be provided upon request.

It is recommended that the Board approve a resolution amending the Fee Schedule to add fees for written verification of a valid approval and the Act 46 expiration date of \$100 for residential permits/approvals and \$500 for commercial permits/approvals.

Mr. Luck moved for approval of the Consent Agenda items as shown on the agenda. Mr. Wise seconded the motion, which passed by a vote of 4-0 including approval of Resolution 2010-008, Resolution 2010-009, and Resolution 2010-011.

8. **MANAGER'S REPORT**

The Manager reported on current matters, including the following:

- a. The Development Update prepared by the Zoning Officer
- b. The Township was contracting for electrical power for a generation price of 6.4 cents per KWH for the next two years through Premier Power.

9. **COMMITTEE REPORTS**

Board members reported on the meeting of the COG and other committees on which they serve, including:

- a. Mr. Wise reported on the COG Finance Committee. He recommends that Parks and Recreation reduce their operating budget by an additional \$30,000 and the Regional Parks budget be held at the 2010 level until a financing plan and cash flow plan are developed. Mr. Wise noted that most COG agencies, other than Parks and Recreation, provided a budget in-line with current economic conditions.

9. COMMITTEE REPORTS (Continued)

- b. Mr. Luck reported that the Transportation and Land Use Committee reviewed work to date on the Economic Development Study. He noted that the Committee strongly recommended that the Study would not result in an increase in staffing or bureaucracy.
- c. Mr. Boyer reported that the Public Safety Committee received a report on the Large Event Study and scheduling issues at the Fire Training Site.
- d. Mr. Boyer reported that the Public Services Committee received a report on the Beneficial Reuse from the University Area Joint Authority.

10. EXECUTIVE SESSION

An Executive Session was not held.

11. OTHER BUSINESS

No other business was brought before the Board.

12. ADJOURNMENT

There being no further business, by Mr. Luck's motion and Mr. Wise's second, the meeting was adjourned at 8:19 PM.

Douglas J. Erickson, Township Secretary